

REPORTS INVENTORY

CONTROL NO.

DDS/OC-041

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Computer Usage and Inventory Report

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

1

ADMIN. GENERAL

OTHER (specify)

LOGISTICS

SECURITY

MEDICAL

FINANCE

2 COMMUNICATIONS

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annually

6. DISTRIBUTION (No. of components not
number of copies) 17. FORMAT (memorandum, form
computer print-out, etc)

Print-Out

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

A call is issued semi-annually by
the SSS/DDS10. PREPARING COMPONENT (include lowest level
contributing information to report)

OC-P

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15-7	13.20		80		1,056.00		2		2,112.00
GS-07-8	4.80		1		4.80		2		9.60
TOTAL:									\$2,121.60

B. COSTS OF COMPUTER PRODUCED REPORTS

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190 TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.OC's contribution serves as a feeder report to the Agency's ADP MIS system, which pro-
vides current inventory and status data on the Agency's computer systems.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☒

OTHER (explain)

CHANGE

DISCONTINUE

Refer to O/PPB for disposition.

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

7 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Deputy Chief, Program Coordination Staff, OC

18. EXTENSION

FORM
9-70

142

Classification

(22-36-43)

STAT